

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-8-090

CLASSIFICATION TITLE Staff Services Manager I (Specialist)	OFFICE/BRANCH Financial /Budgets/Grants	LOCATION Sacramento
WORKING TITLE Financial Grant Specialist	POSITION NUMBER 311-001-4800-901	EFFECTIVE 12/15/17

GENERAL STATEMENT:

Under the general direction of the California High-Speed Rail Authority's (Authority) Financial Grant Manager (Staff Services Manager II), the Financial Grant Specialist is responsible for overseeing the fiscal requirements of the Authority's grant-funding programs. The Authority has and will be pursuing many grant funding sources in order to deliver the High Speed Rail system approved by the voters. This position will assist in the oversight of the financial management and processing of various project costs to each individual grant account. Work will include assisting in the management and policy analysis related to financial oversight of federal, state and local grants and match funding associated with the Authority's financial program. The incumbent will conduct grant development research and review in the timely preparation of grant reimbursements/loan payments, effective management of grant and loan files, and compilation of financial data and documents. Work is performed with minimal supervision using decision-making based upon established State and Federal guidelines including: the U.S. Code of Federal Regulations, Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, State statutes, as well as Grantor agency and Authority procedural guidelines.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

- 35% (E)
 - Policy analysis of a complex grant-funding program including agency-wide integration of grant requirements within departments/divisions, assist in the review and timely preparation of grant reimbursements and reports of expenditure, effective maintenance of grant and loan files, and compilation, tracking and analysis of financial data and documents. Preparation of high level recurring reports of expenditure in collaboration with other fiscal staff and consultants. Prepare complex technical products such as multi- fund, multi-system reconciliations which require significant analysis of financial data obtained from multiple sources.
- 25% (E)
 - Conduct research, analyze and review invoices and provide supporting

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documentation to ensure accurate and timely submission of reimbursement requests to grantor agencies. Assist with oversight in the administration of grant/loan fund drawdowns and reports of expenditures in concert with the grantor agency and other fiscal staff. Formulate grant financial reporting as required by grantor agencies.

20% (E)

- Assist in the review, approval and/or issuance of grant documents in accordance with policies and procedures. Ensure compliance with all applicable state and federal accounting and financial requirements.

15% (E)

- Analyze and research grant documents and costs for audit or grant inquiries; assist in resolving grant audit issues in concert with auditors. Coordinate with a variety of State and Federal grant finance and administration services for the Authority and coordination with appropriate Grantor agency staff.

5% (M)

- Other duties as needed.

KNOWLEDGE AND ABILITIES:

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity Program objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's Equal Employment Opportunity objectives.

DESIRABLE QUALIFICATIONS:

- Possess an extensive working knowledge of federal guidelines.
- Broad base of relevant technical knowledge and skills related to accounting and financial management systems.
- Strong planning, administrative, organizational, personnel and budget management skills.

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- Ability to deal effectively with and represent the Authority to a wide range of state and federal agencies, sub grantees, financial institutions, vendors, consultants and others. Basic negotiating skills. Substantial working knowledge to exercise grant management processes and techniques consistent with sound business, industry and construction practices.
- Experience handling multiple projects simultaneously.
- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental problems.
- Analyze data and present ideas and information effectively both orally and in writing.
- Review and edit written reports, utilize interdisciplinary teams effectively.
- Establish and maintain project priorities.
- High proficiency in Microsoft Office suite applications; Internet research; and database programs.

SUPERVISION EXERCISED OVER OTHERS:

This position does not supervise subordinate staff.

SPECIAL PERSONAL REQUIREMENT

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

PUBLIC AND INTERNAL CONTACTS:

The incumbent consults with various managers, planners, and analysts throughout the Authority, local transportation agencies and railroads, as well as the Federal Railroad Administration and external consultants.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors in judgment or failure to carry out the responsibilities of this position could result in placing the Authority in violation of legislative and statutory requirements in the use of resources and exceeding of established expenditure ceilings. Good judgment and adequate analysis must be exercised to prevent incorrect data from being reported to many external entities. The incumbent is responsible for the delivery of projects/assignments within scope, schedule, and budget and to acceptable standards.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

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Employee may be required to sit for long periods of time using a keyboard and video display terminal.

Must have the ability to multi-task, adapt to changes in priorities, focus for long periods of time, and be able to organize and prioritize work assignments.

Most of the jobs in the office require interaction with many people. It is important that employees work with others in a cooperative manner.

- Wear professional attire appropriate for an office environment.
- Possess excellent communication skills, both oral and written.
- Possess the ability to effectively handle stress and meet deadlines (job requires an individual with demonstrated success in these areas and no history of difficulty performing under stress).

INTERPERSONAL SKILLS (IF APPLICABLE):

- Possess the ability to work cooperatively with all levels in the organization; gain, as well as give, confidence and trust of others.

WORK ENVIRONMENT:

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee may be required to travel.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor_____

Signature:	Date:
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